



City of Kingman
310 N. Fourth Street, Kingman, AZ

Classification:	Recreation Coordinator				
Department	Parks & Recreation				
Accountable To:	Recreation Superintendent				
Created/Revised Date:	March 2015	Band:	C	EEO4:	5
FLSA Status:	Non-Exempt	Salary Grade:	211		

General Description of Position:

Provides professional level work in the coordination of recreation programs and activities and supervision staff and volunteers involved in community recreation programs, events and activities.

Supervision Received:

Works under the general supervision of the Recreation Superintendent.

Supervision Exercised:

Exercises general supervision over part time recreation staff, special interest instructors, part-time and seasonal employees and volunteers as assigned. May act as Recreation Superintendent in their absence.

Essential Duties and Responsibilities: Essential Functions are not intended to be an exhaustive list of all responsibilities, duties and skills. They are intended to be accurate summaries of what the job classification involves and what is required to perform it.

--	Plans, organizes, markets, implements, schedules, directs and evaluates diversified recreational programs such as but not limited to: aquatics, after-school, youth day and sports camps, sports programs and leagues, sport tournaments, special events and trips, festivals and parades, fitness instructional and interest classes, and cultural arts for citizens of all ages. Coordinates recreation staff in the development and implementation of community recreation programs.
--	Develops informational brochures and marketing materials, brochures, articles, websites and e-blasts for programs and facility usage opportunities; serves as liaison in attracting funding and supply resources in support of programs offered.
--	Coordinates youth and adult sports programs to include establishing teams, recruiting and scheduling coaches, scheduling facilities and assigning staff; monitoring timesheets.
--	Coordinates aquatics programs to include recruiting and scheduling seasonal staff, developing and training staff to perform lifeguarding, water safety, swim instruction, first aid, CPR, and other related instruction for aquatic staffing.
--	Assists in the preparation and coordination of recreation program schedule of events, activities and offerings.
--	Performs a variety of miscellaneous duties such as answering phone, typing correspondence, running errands, picking up supplies needed for activities, conducting arts/crafts activities, assisting with registrations and reservations, making arrangements for rental and use of Recreation facilities, helping set up tables and chairs for classes, etc.
--	Participates in recruitment, advertising, and selection of staff. Supervises and trains staff; prioritizes and assigns tasks; prepares work schedules; develops staff skills and conducts performance evaluations; provides direction and guidance in technical and procedural issues. Coordinates facility volunteer program as needed to run successful programs and events.
--	Promotes, organizes and stimulates good relationships with neighborhood and community groups and other agencies; interprets and explains City programs and philosophies to groups and individuals, community resources, committees, staff and volunteers.
--	Assists in ensuring safety of participants and facility users. Recognizes safety issues and seeks assistance through appropriate personnel to review and rectify the issue as required in compliance with city, county, State and Federal laws, regulations and standards.
--	Seeks and coordinates partnership opportunities with organizations, businesses, schools, other departments and other interested parties to advance the overall goals of the department and advisory commission to further recreation programs.
--	Monitors program(s) budget and expenses to identify and resolve problems and priorities.
--	Prepares operational, statistical, financial and analytical reports on recreation programs, facilities and special events; collects and summarizes statistical data for reports.
--	Monitors and reviews trends in recreation programs and technology advancements, and recommends improvements in programs and/or processes.
--	Answers questions and responds to inquiries and complaints made by parents and the general public regarding all recreational programs and activities.



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--	Maintains professional and effective working relationships by providing exceptional customer service
--	Maintains regular attendance and punctuality.
--	Frequently requires non-standard work hours; flexible work schedule availability required.

Peripheral Duties:

--	Serves as a member of various employee committees, and commissions as assigned.
--	Maintains awareness of new developments in the recreation field and seeks to incorporate recognized trends, ideas and standards as appropriate.

Desired Minimum Qualifications:

Education and Experience:

--	Completion of a Bachelor's Degree in Parks & Recreation Administration, Community Services, Business Administration or other closely related field.
--	Two years recreation experience including recreation programming;
--	OR An equivalent combination of education and experience.

Knowledge:

--	Considerable knowledge of recreation philosophy, planning, administration and marketing of recreation programs; Considerable knowledge of marketing theories, principles and practices; Considerable knowledge of the equipment, facilities, operations and techniques used in a comprehensive community recreation program. Practical knowledge of basic accounting and budgeting principles, recordkeeping and reporting practices, data collection and filing systems, and effective oral and written communication methods. Practical knowledge of safety issues associated with care of participants and staff and applicable age-appropriate activities, programs and materials. Knowledge of basic principles of supervision and training.
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Skills:

--	Efficient use and effective operation of computer based systems, programs, databases and software; Operation of listed tools and equipment; First Aid and CPR. Skill in interpreting and applying City policies and procedures; in inspiring confidence and enthusiasm, and working effectively with various groups and special populations; in establishing and maintaining cooperative working relationships with citizen groups, other government agencies and City departments; developing recommendations for improvements of recreation programs and facilities; promoting and enforcing safe work practices. Skill in following and effectively communicating verbal and written instructions.
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Abilities:

--	Develop, coordinate, and direct varied activities involved in community recreation programs and manage programs and events. Establish and maintain effective working relationships with employees, supervisors, other agencies, participants, instructors, community leaders, and the general public. Communicate effectively orally and in writing. Plan, train, supervise and evaluate the work of staff and volunteers. Monitor program compliance and related laws, policies and regulations. Interact with the public in a highly positive and informative manner. Develop and implement innovative and interesting activities, events and programs. Understand the community in relation to its recreation needs and implement marketing methods and techniques. Prioritize and assign work. Exercise good judgment, flexibility, creativity and sensitivity in response to changing situations. Evaluate program effectiveness, administer budgets/funds and prepare and maintain records and reports.
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Special Requirements/License/Certifications:

--	Valid Arizona state driver's license or ability to obtain one.
--	First Aid and CPR certification.
--	Specific technical training and certifications may also be required.

Work Environment:

The work environment characteristics attached to the job description are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Expected Behavior/Quality of Service:

Excellence is the responsibility of everyone at the City of Kingman. We lead by our core values in constant pursuit of excellence:

--	Commitment – Dedicate oneself to consistent and excellent public service
--	Innovation – Implement unique, creative and cost-effective solutions.
--	Communication – Communicate in a positive, honest and productive manner
--	Integrity – Adherence to high ethical standards, doing the right thing when no one is watching
--	Diversity – Promote inclusiveness and impartiality throughout the organization



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--	Personal Responsibility – Take initiative to achieve excellence and accept accountability, uphold confidentiality, know when to report indiscretions and inappropriate actions even when it may be uncomfortable to do so, take responsibility for your work environment.
--	Respect – Demonstrate a high regard for others, support each other, don't participate in gossip
--	Teamwork – Promote and encourage cooperative efforts, open communication and trust, encourage positive feedback.

All City employees are expected to conduct themselves consistent and in support with the above values.

Selection Guidelines:

Submittal/review of employment applications, screening/rating of application in relation of training and experience to job description and overall presentation and job history/stability, oral interview, reference and background check. Supplemental job related tests may be required.

Disclaimer

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified in this position. This job description is subject to change as the needs and requirements of the position changes.

Employee Sign-Off: I have read through the job description and have a good understanding of the requirements for my performance in this position and find it to be an accurate description of the demands of this position. I acknowledge it is incumbent upon me to seek clarification from my supervisor/manager for any questions I may have regarding the requirement/responsibilities of my position. I also acknowledge that I can fulfill the essential functions of my position. Should I need to seek reasonable accommodations, I acknowledge I will contact my supervisor/manager or Human Resources to pursue options.

Employee Signature:

Date:

Employee Name (Printed):